

EXHIBIT J



HENRY FORD HOSPITAL

Natalie Reeser Missed Pay Period Chronology
Claim # 177607
March 20, 2014

On January 20, 2014, Ms. Natalie Reeser placed Henry Ford Hospital Human Resources on notice that she was normally the sole employee assigned to service customers/patients at the Clinton Township Clinic. Ms. Reeser informed me that her normal schedule Monday – Thursday was a 9.5 hour shift to allow for the 30 minute unpaid lunch break and therefore paid for 9 hours per day. Ms. Reeser stated that she was required to service customer/patients at any time during her shift and thus was not allotted the 30 minute lunch break.

The departmental leadership was contacted at which point it was learned that the 30 minute lunch period was indeed not being paid as that there were numerous days when Ms. Reeser had very few customers/patients to service. The departmental leadership was informed that despite the "idle time", Ms. Reeser was required to be at her workplace for the entire shift to service any customers/patients that arrived and was being "engaged to wait", thus, entitling her to payment for these periods.

At this point, a review commenced to determine the amount owed to Ms. Reeser. The following information was gathered for a time period of 2 years back from the day in which Ms. Reeser placed Henry Ford Hospital on notice:

- Time cards submitted by Ms. Reeser
- Payroll records from Feb 20, 2012 to the March 4, 2014 (end date of investigation):
 - To identify the number of hours worked each day to determine which days were eligible for the paid 30 minute period (8 hours or greater of work time)
 - To identify the number of hours worked each week so overtime could be properly assessed
- Compensation reports from Feb 20, 2012 to March 4, 2014 (end date of investigation):
 - To ensure the correct hourly rate was assessed for each time period, as a merit increase occurred during this 2 year look-back.
- Schedules from Feb 20, 2012 to March 4, 2014 (end date of investigation):
 - To identify which dates there was more than 1 person assigned to work at the site (as Ms. Reeser informed me that when there were 2 people assigned, she was allotted the 30 minute lunch period)

Summary of findings:

It was determined that Ms. Reeser was owed a total of 376 missed lunch breaks (at 30 minutes each). Attached you will find the "Pay Adjustment details" (Attachments #1 – #4) which breaks down the total amount owed to Ms. Reeser including the number of days paid at the regular/overtime rate and the pay rate used for these calculations. Also attached is the compensation history (attachments #9 and # 10) showing Ms. Reeser's rates of pay including the

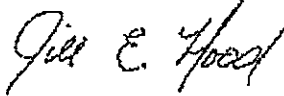
effective dates of said rates.

The review was finalized on March 4, 2014 and Ms. Reeser was contacted regarding the pending payment. (See attachment #5). The check was issued on March 4, 2014 and was direct deposited into Ms. Reeser's bank account on March 7, 2014. (Please see attachment #6 - #8).

This net payment of \$2469.67 (gross amount of \$3572.52) made Ms. Reeser whole for all unpaid lunch payments. Copies of the documents reviewed for this 2+ year period (time cards, payroll, compensation records and schedules) can certainly be provided if required. Attached is also a copy of the Henry Ford Health System Break Period Policy. (See attachment #9)

If you have any questions or concerns about the above/attached information or if you would like additional information please contact me at the below number.

Respectfully submitted,



Jill E. Hood, PHR, MSCJ
Senior Business Partner
Human Resources and Volunteer Services
Henry Ford Hospital
313-575-6742



March 5, 2014

TO: Natalie Reeser
Re: Investigation summary from January 20, 2014 conversation

Dear Ms. Natalie Reeser,

When we met on January 20, 2014, you brought several concerns to my attention. I have finalized my investigation and wanted to share with you the results.

Paid meal break:

You informed me that you have not been allowed to take this 30 minute break but rather were "engaged to wait" during this time without compensation. Per HFHS policy #5.05, employees are entitled to a 30 minute unpaid lunch break. Thus, an in-depth review of your schedules, payroll records, and compensation records has been conducted for 2 years back to the date that you placed me on notice (The Fair Labor Standards Act allows for a 2 year statute of limitations for back wages). As stated in my email to you on 3/4/14, a check was processed and sent to your bank via direct deposit on 3/4/14 for any/all days where 8+ hours were worked without a lunch from January 20, 2012 to February 25, 2014. Included on this check is payment for a 30 minute "meal period" including overtime calculations. Thus, anytime that you worked over 40 hours in a week, the lunch period was calculated at the overtime rate of one and a half times your hourly rate.

Reporting of break time:

At that meeting on January 20, you informed me that Fiona stated you would be "terminated" if you contacted Human Resources about this "unpaid lunch" concern. You shared with me that other employees were also issued this same threat and you asked that I follow up with your fellow co-workers to get confirmation. Part of my investigation was direct conversations with the staff and based on those conversations, I was not able to validate this claim as no other employee supported this statement. In fact, your fellow co-workers informed me that Fiona had provided them with a written procedure for reporting when a lunch (meal period) was not received.

2013 Performance Review Concerns:

You stated that "I believe my supervisor, Fiona Bork, was not impartial when she assigned "2.0. Some Success" markers to two performance categories on my annual review." Additionally, you raised concern about an "altered or deleted goal."

Regarding the 2 goals that were scored at a "2.0":

- Foster and Support Innovation: As I shared with you at the meeting on January 20, 2014, the score of 2 was listed in error, per your Manager, and had already been changed to a "3".

- Display a Positive Attitude/Respond in a Timely Manner: This item was scored as a "2" due to the need for "additional training due to numerous complaints of bruising and pain." At our meeting, you shared with me that a change in supplies (tape) issued by the company was the sole cause for these errors. During my investigation, however, information was provided to me that your trainer found an error in your technique that would cause "bruising". Thus, it appears that this score was given in good faith by your Manager.
- Regarding the "altered or deleted goal": As I shared with you at our meeting on January 20, 2014, after reviewing your performance evaluation, I noticed that you had a goal of "To Grow CTPSC to 20 plus customers a day." The volume per day for 2013 did not reach that goal, therefore you received a score of "2" with a 5% weight. Since this goal was not within your direct control and since the score was less than satisfactory, I requested that this goal be deleted and that the 5% weight be attributed to another goal (which ultimately raised your overall performance score).

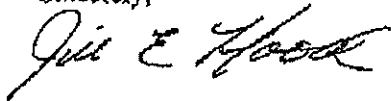
Unemployment hearing for a previous employee:

You informed me that your Manager, Fiona Bork, told you that you needed to "lie" at an unemployment hearing for a previous employee. You additionally stated that Fiona told you that you would be "terminated" if you did present this false testimony.

- Regarding the "false statements: After reviewing documentation regarding this particular unemployment hearing, I found an email from you, informing Fiona that you personally overheard the exact statements that you told me were "lies". There was also a second email from you referencing the first email, in which you wrote: "I am willing to take a lie detector test, I have nothing to hide. I am telling the 100% truth."
- Regarding the threat of termination: On January 24, 2014, I emailed and asked for specific documentation regarding this threat. The only statement you would provide in writing was "I was still a newer employee, I just remember not having a choice."

Upon concluding the investigation, your allegations could not be substantiated.

Sincerely,



Jill E. Hood, PIIR, MSCJ
Human Resources
Senior Business Partner
Henry Ford Hospital and Volunteer Services
Office: 313-916-8564

Natalie Resser Pay Adjustment Details

| Pay Begins | Pay Ends | Hours Worked | Days Worked 8+ hrs | OT1 -days eligible | CTO hours paid | Holiday hours paid | Hrs Paid |
|------------|------------|--------------|--------------------|--------------------|----------------|--------------------|----------|
| 12/18/2011 | 12/31/2011 | | | | | | |
| 1/1/2012 | 1/14/2012 | | | | | | |
| 1/15/2012 | 1/28/2012 | 75.50 | 6 | 3 | 4.50 | 0.00 | 80.40 |
| 1/29/2012 | 2/11/2012 | 80.40 | 9 | 9 | 0.00 | 0.00 | 80.40 |
| 2/12/2012 | 2/25/2012 | 39.80 | 4 | 0 | 40.20 | 0.00 | 80.00 |
| 2/26/2012 | 3/10/2012 | 80.09 | 8 | 8 | 0.00 | 0.00 | 80.09 |
| 3/11/2012 | 3/24/2012 | 73.60 | 9 | 4 | 8.00 | 0.00 | 81.60 |
| 3/25/2012 | 4/7/2012 | 80.30 | 10 | 10 | 0.00 | 0.00 | 80.30 |
| 4/8/2012 | 4/21/2012 | | | | | | |
| 4/22/2012 | 5/5/2012 | 74.50 | 2 | 1 | 8.00 | 0.00 | 82.50 |
| 5/6/2012 | 5/19/2012 | 80.80 | 10 | 10 | 0.00 | 0.00 | 80.80 |
| 5/20/2012 | 6/2/2012 | 80.50 | 10 | 10 | 0.00 | 0.00 | 80.50 |
| 6/3/2012 | 6/16/2012 | 50.10 | 7 | 0 | 22.00 | 8.00 | 80.10 |
| 6/17/2012 | 6/30/2012 | 81.00 | 8 | 8 | 0.00 | 0.00 | 81.00 |
| 7/1/2012 | 7/14/2012 | 37.80 | 0 | 0 | 30.81 | 0.00 | 68.61 |
| 7/15/2012 | 7/28/2012 | 0.00 | 0 | 0 | 5.27 | 0.00 | 5.27 |
| 7/29/2012 | 8/11/2012 | 0.00 | 0 | 0 | 0.00 | 0.00 | 0.00 |
| 8/12/2012 | 8/25/2012 | 80.09 | 8 | 8 | 0.00 | 0.00 | 80.00 |
| 8/26/2012 | 9/8/2012 | 81.20 | 8 | 8 | 0.00 | 0.00 | 81.20 |
| 9/9/2012 | 9/22/2012 | 62.30 | 6 | 0 | 9.00 | 9.00 | 80.30 |
| 9/23/2012 | 10/6/2012 | 81.30 | 8 | 8 | 0.00 | 0.00 | 81.30 |
| 10/7/2012 | 10/20/2012 | 80.00 | 8 | 8 | 0.00 | 0.00 | 80.00 |
| 10/21/2012 | 11/3/2012 | 78.70 | 7 | 5 | 1.40 | 0.00 | 80.10 |
| 11/4/2012 | 11/17/2012 | 80.00 | 7 | 7 | 2.90 | 0.00 | 80.00 |
| 11/18/2012 | 12/1/2012 | 80.40 | 8 | 8 | 0.00 | 0.00 | 80.40 |
| 12/2/2012 | 12/15/2012 | 72.00 | 7 | 4 | 5.00 | 0.00 | 85.00 |
| 12/16/2012 | 12/29/2012 | 71.10 | 7 | 4 | 9.00 | 0.00 | 80.10 |
| | | | 157 | 123 | | | |

Days Worked 8+ hrs =
Eligible for 30 min. meal

| | |
|-------------------------------|---------|
| Total days owing 30 min lunch | 157.00 |
| Minus 123 days OT eligible | -123.00 |
| | 34.00 |
| 34x.5x\$14.00 | 238.00 |
| 123x.5x\$21.00 (overtime) | 1291.50 |
| Total Due | 1529.50 |

2012 Raw Data

A-100-10-2012-01

HFH201

Natalie Keaser Pay Adjustment Details

| Pay Begins | Pay Ends | Hours Worked | Days Worked | OT1 -days eligible | CTO hours paid | Holiday hours paid | Hrs Paid |
|------------|------------|--------------|-------------|--------------------|----------------|--------------------|----------|
| 12/16/2012 | 12/29/2012 | 49.00 | 5 | 0 | 23 | 8 | 80.00 |
| 12/30/2012 | 1/12/2013 | 62.00 | 6 | 4 | 10 | 8 | 80.00 |
| 1/13/2013 | 1/26/2013 | 80.10 | 8 | 8 | 0 | 0 | 80.10 |
| 1/27/2013 | 2/9/2013 | 49.00 | 5 | 0 | 31 | 0 | 80.00 |
| 2/10/2013 | 2/23/2013 | 71.00 | 7 | 4 | 5.53 | 0 | 76.53 |
| 2/24/2013 | 3/9/2013 | 79.80 | 7 | 7 | 0.4 | 0 | 80.20 |
| 3/10/2013 | 3/23/2013 | 80.20 | 8 | 8 | 0 | 0 | 80.20 |
| 3/24/2013 | 4/6/2013 | 58.60 | 6 | 0 | 37.78 | 0 | 76.38 |
| 4/7/2013 | 4/20/2013 | 80.00 | 8 | 8 | 0 | 0 | 80.00 |
| 4/23/2013 | 5/4/2013 | 71.50 | 7 | 4 | 9 | 0 | 80.50 |
| 5/5/2013 | 5/18/2013 | 80.20 | 7 | 7 | 0 | 0 | 80.20 |
| 5/19/2013 | 6/1/2013 | 64.50 | 6 | 4 | 7.5 | 8 | 80.00 |
| 6/2/2013 | 6/15/2013 | 73.40 | 7 | 0 | 6.6 | 0 | 80.00 |
| 6/16/2013 | 6/29/2013 | 76.20 | 8 | 4 | 4 | 0 | 80.20 |
| 6/30/2013 | 7/13/2013 | 53.00 | 6 | 4 | 14 | 8 | 80.00 |
| 7/14/2013 | 7/27/2013 | 70.20 | 7 | 0 | 9.8 | 0 | 80.00 |
| 7/28/2013 | 8/10/2013 | 67.20 | 7 | 0 | 8.72 | 0 | 75.92 |
| 8/11/2013 | 8/24/2013 | 80.00 | 8 | 8 | 0 | 0 | 80.00 |
| 8/25/2013 | 9/7/2013 | 63.20 | 6 | 0 | 8.8 | 8 | 80.00 |
| 9/8/2013 | 9/21/2013 | 80.00 | 8 | 8 | 0 | 0 | 80.00 |
| 9/22/2013 | 10/5/2013 | 76.30 | 8 | 4 | 0 | 0 | 80.30 |
| 10/6/2013 | 10/19/2013 | 71.50 | 7 | 4 | 13 | 0 | 84.50 |
| 10/20/2013 | 11/2/2013 | 67.00 | 7 | 4 | 10.79 | 0 | 77.79 |
| 11/3/2013 | 11/16/2013 | 80.00 | 8 | 8 | 0 | 0 | 80.00 |
| 11/17/2013 | 11/30/2013 | 67.00 | 7 | 4 | 5 | 8 | 80.00 |
| 12/1/2013 | 12/31/2013 | 80.00 | 8 | 8 | 0 | 0 | 80.00 |
| | | 1382 | 110 | -48 | 52 old rate | | |

Days Worked 8+ hrs =
Eligible for 30 min. meal

Note:
8/10/13 end of \$14.00 rate
8/11/13 new rate of \$14.28

Total days owing 30 min lunch: 182.00
Minus 67 days at new rate -87.00
Overtime eligible old rate 115.00
Overtime eligible old rate -62.00
53.00
53 x 5 x \$14 371.00
62 x 5 x \$21 (overtime) 651.00
19 x 5 x \$14.28 (new rate) 135.66
48 x 5 x \$21.42 (OT new rate) 514.08
Total due 1571.74

2013 Raw Data

2013-5-15-14

HFH202

Natalie Reeser Pay Adjustment Details

| Pay Begins | Pay Ends | Hours Worked | Days Worked 8+ hrs | OT - days eligible | CTO hours paid | Holiday hours paid | Hrs Paid |
|----------------------|------------|--------------|--------------------|--------------------|----------------|--------------------|----------|
| 12/15/2013 | 12/28/2013 | 55 | 5 | 4 | 17 | 8 | 80 |
| 12/29/2013 | 1/11/2014 | 53.3 | 5 | 4 | 15 | 8 | 83.3 |
| 1/12/2014 | 1/25/2014 | 92 | 10 | 10 | 0 | 0 | 92 |
| 1/26/2014 | 2/8/2014 | 73.9 | 7 | 4 | 6.1 | 0 | 80 |
| 2/9/2014 | 2/22/2014 | 80 | 8 | 8 | 0 | 0 | 80 |
| 2/23/2014 | 3/8/2014 | 17 | 2 | 0 | 0 | 0 | 17 |
| Days Worked 8+ hrs = | | | 37 | 30 | | | |

Eligible for 30 min. meal

| | |
|-------------------------------|--------|
| Total days owing 30 min lunch | 37.30 |
| Minus 30 days OT eligible | -30.00 |
| | 7.30 |
| 7 x .5 \$14.28 | 49.98 |
| 30 x .5 x \$21.42 (overtime) | 321.30 |
| Total Due | 371.28 |

2014 Pay Date

Administrative NC

HFH203

Natalie Reaser Pay Adjustment Details

| 2012 | |
|----------------------------|------------|
| Total days | 157 |
| Minus 123 days OT eligible | -123 |
| | 34 |
| 34x.5x\$14.00 | \$238.00 |
| 123x.5x\$21.00 (overtime) | \$1,291.50 |
| Total Due | \$1,529.50 |

| 2013 | |
|---------------------------------|------------|
| Total days | 182 |
| Minus 67 days at new rate | -67 |
| | 115 |
| Overtime eligible old rate | -52 |
| | 53 |
| 53 x .5 x \$14 | \$371.00 |
| 62 x .5 x \$21 (overtime) | \$651.00 |
| 19 x .5 x \$14.28 (new rate) | \$135.66 |
| 48 x .5 x \$21.42 (OT new rate) | \$514.08 |
| Total due | \$1,671.74 |

| 2014 | |
|------------------------------|----------|
| Total days | 37 |
| Minus 30 days OT eligible | -30 |
| | 7 |
| 7 x .5 x \$14.28 | \$49.98 |
| 30 x .5 x \$21.42 (overtime) | \$321.30 |
| Total Due | \$371.28 |

Note: The .5 indicated in the calculations denotes the time for the 30 minute period (.5 of an hour)

| Meal Period Breakdown | | Total |
|----------------------------------|---------|-------|
| Paid at hourly rate of \$14.00 | 34x.53 | 87 |
| Paid at Overtime rate of \$21.00 | 123x.52 | 185 |
| Paid at hourly rate of \$14.28 | 19x.7 | 26 |
| Paid at Overtime rate of \$21.42 | 48x.30 | 78 |
| Total | | 376 |

| | 2012 | 2013 | 2014 |
|------------|------------|------------|------------|
| Gross Pay | \$1,529.50 | \$1,571.74 | \$371.28 |
| Taxes | | | \$3,572.52 |
| Deductions | | | \$1,086.36 |
| Net Pay | | | \$15.89 |
| | | | \$2,469.67 |

Summary Page

PAGE 9 OF 21

HFH204

Hood, Jill

From: Hood, Jill
Sent: Tuesday, March 04, 2014 1:56 PM
To: Natalie K. Reiser
Cc: Hood, Jill
Subject: "Meal period" salary adjustments
Importance: High

Hi Natalie,

I wanted to give you a status update in regards to the "unpaid lunches" that we discussed on January 20, 2014. I just received notification from Payroll that the calculations have been finalized and the check is being direct deposited into your account today.

Included on this check is payment for a 30 minute "meal period" any/all days where 8+ hours were worked without a lunch. As I previously mentioned we went back 2 years from the date that you placed me on notice (January 20, 2012 to the current date).

The payment includes Overtime calculations, so anytime that you worked over 40 hours in a week, the lunch period was calculated at the overtime rate of one and a half times your hourly rate.

If you have any questions about this payment once you have received it, please let me know.

Thank you

Jill E. Hood, PHR.
Human Resources
Senior Business Partner
Henry Ford Hospital and Volunteer Services
Office: 313-916-8564
Blackberry: 313-575-6742

Attachments: 4

Page 1 of 4

New Window ? Help

Paycheck Earnings Paycheck Taxes Paycheck Deductions

Empl ID: 080084 Name: Roser, Mafatis, Kristen

Company: HFH Pay Group: HRG Pay Period End: 03/04/2014 Page: 7001 Line: 1 Separate Check:

Paycheck Information

| Paycheck Status: | Confirmed | Paycheck Option: | Advice | Paycheck Totals |
|------------------|------------|------------------|-----------|--------------------|
| Issue Date: | 03/07/2014 | Paycheck Number: | 6011497 | Earnings: 3,672.52 |
| Off Cycle | Reprint | Adjustment | Corrected | Taxes: 1,003.96 |
| | | | Cashed | Deductions: 15.89 |
| | | | | Net Pay: 2,489.67 |

Earnings

Begin Date: 03/04/2014 End Date: 03/04/2014 Add'l Line Num: Reason: Not Specified
 Empl Record: 0 Benefit Record: 0

| Salaried | Hourly | Overtime |
|-----------------|----------------|----------------|
| Hours: 0.00 | Hours: 0.00 | Hours: 0.00 |
| Rate: 14.000000 | Rate: 0.000000 | Rate: 0.000000 |
| Earnings: 0.00 | Earnings: 0.00 | Earnings: 0.00 |
| | Rate Code: | Rate Code: |

Rate Used: Hourly Rate Shift: N/A Shift Rate:
 Scale: M Locality:

Other Earnings

| Code | Description | Rate Used | Hours | Rate | Amount | Source |
|------|-------------|-------------|-------|-----------|--------|--------|
| REG | Regular | Hourly Rate | 43.60 | 14.000000 | 609.00 | |

Begin Date: 03/04/2014 End Date: 03/04/2014 Add'l Line Num: 1 Reason: Not Specified
 Empl Record: 0 Benefit Record: 0

| Salaried | Hourly | Overtime |
|-------------|-------------|-------------|
| Hours: 0.00 | Hours: 0.00 | Hours: 0.00 |

Attachment #6A

https://hr.hfh.org/aps/hrprd/EMPLOY/HRMG/MAINTAIN_PAYROLL_DATA_US/PAY_CHECK_USA?Fid=1422

HFH206

Page 2 of 4

Rate: 14.000000 : Rate: 0.000000 : Rate: 0.000000
 Earnings: 0.00 : Earnings: 0.00 : Earnings: 0.00
 Rate Code: : Rate Code: : Rate Code:

Rate Used: Hourly Rate Shift: N/A Shift Rate:
 State: MI Locality:

Other Earnings
 Other Earnings Details 1 : Other Earnings Details 2 : [Print](#)
 Code Description Rate Used Hours Rate Amount Source
 OT1 Overtime at 1.5 x rate FLSA Rate \$2.50 1,948.00

Begin Date: 03/04/2014 End Date: 03/04/2014 Add Line Nbr: 2 Reason: Not Specified
 Empl Record: 0 Benefit Record: 0

Salaried
 Hours: 0.00 : Hours: 0.00 : Hours: 0.00
 Rate: 14.280000 : Rate: 0.000000 : Rate: 0.000000
 Earnings: 0.00 : Earnings: 0.00 : Earnings: 0.00
 Rate Code: : Rate Code: : Rate Code:

Rate Used: Hourly Rate Shift: N/A Shift Rate:
 State: MI Locality:

Other Earnings
 Other Earnings Details 1 : Other Earnings Details 2 : [Print](#)
 Code Description Rate Used Hours Rate Amount Source
 REG Regular Hourly Rate 12.00 14,280.00 166.64

Begin Date: 03/04/2014 End Date: 03/04/2014 Add Line Nbr: 3 Reason: Not Specified
 Empl Record: 0 Benefit Record: 0

Salaried
 Hours: 0.00 : Hours: 0.00 : Hours: 0.00
 Rate: 14.280000 : Rate: 0.000000 : Rate: 0.000000
 Earnings: 0.00 : Earnings: 0.00 : Earnings: 0.00
 Rate Code: : Rate Code: : Rate Code:

Attachment 503

https://sblsfla.org/jsp/PRP/EMPLOY/BLHRMS/MAIN/MAIN.PAYROLL_DATA_US_PAY_CHECK_USA?folder=PAYF...

HFH207

Page 1 of 1

Hours: 0.00 Hours: 0.00 Hours: 0.00
 Rate: 14.280000 Rate: 0.000000 Rate: 0.000000
 Earnings: 0.00 Earnings: 0.00 Earnings: 0.00
 Rate Code: Rate Code: Rate Code:

Rate Used: Hourly Rate Shift: N/A Shift Rate:
 State: MI Locality:

Other Earnings

Other Earnings Details 1 Other Earnings Details 2 [Print](#) [View All](#) [First](#) [Last](#)

| Code | Description | Rate Used | Hours | Rate | Amount | Source |
|------|------------------------|-------------|-------|-----------|--------|--------|
| OT1 | Overtime at 1.5 x rate | Hourly Rate | 39.00 | 21.420000 | 835.38 | |

Begin Date: 03/04/2014 End Date: 03/04/2014 Addl Line Nbr: 4 Reason: Not Specified

Empl Record: 0 Benefit Record: 0

Additional Data

Salaried

| Hours | Rate | Earnings | Rate Code |
|-------|-----------|----------|-----------|
| 0.00 | 14.000000 | 0.00 | |

Hourly

| Hours | Rate | Earnings | Rate Code |
|-------|----------|----------|-----------|
| 0.00 | 0.000000 | 0.00 | |

Overtime

| Hours | Rate | Earnings | Rate Code |
|-------|----------|----------|-----------|
| 0.00 | 0.000000 | 0.00 | |

Rate Used: Hourly Rate Shift: N/A Shift Rate:
 State: MI Locality:

Other Earnings

Other Earnings Details 1 Other Earnings Details 2 [Print](#) [View All](#) [First](#) [Last](#)

| Code | Description | Rate Used | Hours | Rate | Amount | Source |
|------|------------------------|-------------|-------|------|--------|--------|
| OT1 | Overtime at 1.5 x rate | Hourly Rate | | | -3.58 | |

Special Accumulators

Special Accumulators Details 1 [Print](#) [View All](#) [First](#) [Last](#)

| Code | Description | Hours | Earnings | Empl Record |
|------|--------------------|-------|----------|-------------|
| 457 | Deferred Comp Plan | 55.50 | 794.640 | |

Attachment #54

https://hr.lhs.org/psc/HRPRD/EMPLOYEE/HRMS/MAIN/PAYROLL_DATA_US/PAY_CHECK_USA/F095-MYF... 12/3/2014

HFH208

Page 4 of 4

| | | | |
|-----|------------------------------------|-------|---------|
| BAS | Base Pay (Regular & Paid Time Off) | 58.50 | 794.640 |
| BEN | Senior Accumulator | 58.50 | 794.640 |
| DSS | DSS FTE Calc | 58.50 | 794.640 |
| DJC | Deferred Comp Calc | 58.50 | 794.640 |
| FTE | FTE & Paid Position Hours | 58.50 | 794.640 |
| HPH | HAP Paid S/T Hours for GIL | 58.50 | 794.640 |
| MBS | Manpower Base | 58.50 | 794.640 |

Return to Search ☒ Previous in List ☒ Next in List ☒ Notify

Paycheck Earnings Paycheck Dates Paycheck Deductions

Attachment #00

https://hr.lhs.org/ps/HRPRD/EMPLOYEE/HRMS/c/MANTAIN_PAYROLL_DATA_USPAY_CHECKUSA?token=MSU... 3/23/2014

HFH209

Page 1 of 1

[Favorites](#)
[Main Menu](#)
[Payroll for North America](#)
[Payroll Processing USA](#)
[Produce Payroll](#)
[Review Paycheck](#)
[Vendor](#)
[Add the Payroll](#)
[Sign out](#)

[Paycheck Earnings](#)
[Paycheck Taxes](#)
[Paycheck Deductions](#)

EmpID: 090084 Name: [Renee Natalie Kristen](#)

Company: LPH Pay Group: HRG Pay Period End: 03/04/2014 Page: 7601 Line: 1 Separate Check:

Paycheck Information

Paycheck Status: Confirmed Paycheck Option: Advice Paycheck Totals

Issue Date: 03/07/2014 Paycheck Number: E311487

Off Cycle Reprint Adjustment Corrected Cashed Deductions:

Net Pay: 2,469.67

Deductions

Personalize | Find | View All | First | Last

Deduction Details 1 Deduction Details 2 Deduction Details 3

Deduction Code Description Class Amount Calculated Base

RSP001 Retire Savings Contribution Before-Tax 15.89

RSP001 Retire Savings Contribution After-Tax 19.87

Garnishments

Net Pay Distribution

Personalize | Find | View All | First | Last

Check/Advice Number Account Type Bank ID Account Number Amount

3611487 Checking 072000326 452983004 2,469.67

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Attachment 1 of 1

https://a.lhds.org/HRP/EMPLOYEE/HRMS/WEB/Menu/SS LEAVE ACCRUAL

03/04/14

HFH211

System-Wide Break Periods IIR Policy No: 5.05

Page 1 of 3

Policy No: 5.05

Subject: Break Periods
Supersedes: All existing corporate and business unit policies on this subject
Effective: January 1, 1999
Reviewed: December 1, 2012
Revised: September 1, 2008; August 1, 2011
Page(s): 3
Approved by: Human Resources Executive Team (HRET)

1.0 Philosophy/Purpose

Good employee mental and physical health is important to Henry Ford Health System. A healthy employee team is a productive employee team. To achieve this goal, HFHS will attempt to provide break periods to employees, based on several factors, whenever possible.

2.0 Scope

This policy applies to all employees at all business units and corporate offices of Henry Ford Health System.

The policy and procedures enumerated below shall apply unless such policy or procedures are otherwise specified in a contract to which Henry Ford Health System, or a covered business unit, is a signatory. In such cases, the terms of the contract shall govern for employees covered by that contract, and such terms will take precedence over this policy.

3.0 Responsibility

The interpretation, administration and monitoring for compliance of this policy shall be the responsibility of HFHS Human Resources and operational leadership.

4.0 Policy

Although not required by law, it is the policy of Henry Ford Health System to provide break periods to employees whenever possible and based on several factors. Although break periods are not guaranteed, they may be provided subject to adequate staffing, for durations based on the number of hours worked in the current workday, and may be paid or not paid.

For the purpose of this policy, unless otherwise stated, "break period" includes both paid and unpaid lunch and other break periods.

Attachment 694

5.0 Practice/Procedure

Employees may be provided break periods according to the following guidelines:

5.1 SUPERVISOR SCHEDULING OF BREAK PERIOD

In order to maintain quality customer service standards, break periods may only be taken if there is adequate staffing to provide continuity of service. For this reason, break periods will be scheduled by supervisors whenever possible, although the scheduling may change at any time. Supervisors should accordingly strive to afford all employees the appropriate break period(s) as stated in this policy.

HPHS will provide nursing mothers reasonable break time for an employee to express breast milk for her nursing child for one year after the birth of a child. Employees are required to use their break time and will be granted unpaid break times as necessary. The frequency and duration of each break may vary. A space that is shielded from view and free from intrusion of co-workers and the public must be provided. Bathrooms, even if private, are not permissible.

5.2 ALLOTMENT OF BREAK TIME

Allotment of and compensation for break periods, based on the number of hours worked in the current workday, is generally as follows:

| Hours | Break Allotment |
|-----------------------------|---|
| 4 or less | No Break |
| More than 4 but less than 8 | One (1) paid fifteen minute break |
| 8, but less than 12 | Two (2) paid fifteen minute breaks and one (1) 30 minute unpaid lunch break |
| 12 or more | Three (3) paid fifteen minute breaks and one (1) 30 minute unpaid lunch break |
| Lunch Break | Thirty (30) minutes (Unpaid) |

These are general system-wide guidelines. Practices at specific business units may vary. Consult the regional Human Resources Service Center for more information.

5.3 COMBINING BREAK AND LUNCE PERIODS

Combining break and lunch periods must be approved by the supervisor and may be permitted where it enhances the operation of the requesting employee's department.

Attachment#23

5.4 SKIPPING BREAK PERIODS

Employees may not forgo break periods, including lunch periods, in lieu of leaving work early or coming in late.

5.5 MISSED PAID BREAKS

Paid breaks are part of employees' scheduled compensation. Therefore, if a scheduled break is missed, no additional compensation will be provided. Similarly, employees may not work through unpaid break periods unless requested by or otherwise approved by operational leadership. Some employees working over forty (40) hours in a work week must be paid overtime pay for all hours worked in excess of forty (40) regardless of whether the extra time was worked voluntarily or at operational leadership's request. See *Overtime Policy 6.09*.

5.6 LEAVING HEHS PREMISES

Unless approved by department leadership, employees may not leave the premises during paid break periods. Employees may leave the premises during unpaid lunch periods, although employees doing so must return punctually. Breaks and lunch periods taken in the building are to be spent in designated areas, not in public lobby areas or visiting other employees at their work stations. Any disruptions to normal business are not permitted.

Attachments to HR Policy 5.05

None

See also: *Overtime Compensation Policy 6.09*
Work Day Policy 5.04

Attachment #95

Page 1 of 1

[Favorites](#)
[Main Menu](#)
[Compensation](#)
[Base Compensation](#)
[Review Salary Information](#)
[Home](#)
[Worklist](#)
[Add to Favorites](#)
[Sign Out](#)

Employee Compensation History

Natalia Roser
 Company: HFHS
 Business Unit: Standard BU
 Department: Laboratory Outreach
 Compensation:

ID: 090084
 Job Code: LabSrvRep
 Location: REMOTE
 Supervisor Lvl:

Empl Record: 0
 First Start Date: 05/16/2011
 State: MI
 Country: USA

First View All First 1 2 of 2 Last

Effective Date: 05/16/2011
 Salary Set ID: HFHS

Seq: 0
 Plan: PCS

Action: Hire
 Grade: P55
 Step:

Action Reason: New Hire
 Grade Entry Date: 06/18/2011
 Yrs Grade:

Comp Rate: 1,120.00 USD
 Change Amount: 0.00 USD
 Annual Rate: 29,120.00 USD

Frequency: Biweekly
 Change Percent: 0.00%
 Month Last Incr: 1.07
 Compa-Ratio: 08.3
 % Range:

Pay Components

| Amounts | Controls | Charges | Conversion | |
|-----------|----------|-----------|------------|-----------|
| Rate Code | Seq | Comp Rate | Currency | Frequency |
| INAHRLY | 0 | 14.00 USD | USD | Hourly |

[Save](#)
[Return to Search](#)
[Notify](#)

Attachment #10

https://hr.hhs.org/psp/HRP/EMPLOYEE/HRMS/ADMINISTR/WORKFORCE/GBL/JOB_DATA/GBL/FolderPage

HFH215

Page 21

055818 on HRFPD Home WorkArea Add to Favorites Sign out

Favorites Main Menu Workforce Administration Job Information Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation Job Earnings Distribution Benefit Program Participation

Natalie Reeser

Employee

Compensation

Effective Date: 06/11/2013

Effective Sequence: G

HR Status: Active

Payroll Status: Active

Compensation Rate: 1,142.4075

Comparative Information

Pay Rates

Default Pay Components

Pay Components

Amounts Controls Changes

Rate Code Seq Comp Rate

11NAHLY Q 0 14,280,000.00 USD Q H

Frequency: Bi Weekly

Contract Change Prorate Option

Personal Fine First Last

Job Date Employment Data Earnings Distribution Recruit Program Participation Citizenship Status

Save Return to Search Notify Refresh

Update Display Index History Correct History

Work Location Job Information Job Labor Payroll Salary Plan Compensation Job Earnings Distribution Benefit Program Participation Employment Information

Attachment #1

https://hr.hhs.org/psa/hrfpd/EMPLOYEE/HRMS/ADMIN/WORKFORCE_OBLJOB_DATA.GBL?PageId=2010017

HFH216